

## Employee Service Awards - State of Idaho Agency Coordinator Information

The State of Idaho Service Award Program is outsourced to A/J Awards, Inc. working in conjunction with CSI International, Inc. Elizabeth Reisch of A/J Awards is the local contact; she can be reached at 208-461-6616; lizaward@mindspring.com. Elizabeth works directly with the service awards merchandising company, CSI International. Kathy Madden is Idaho's contact at CSI International. Kathy assembles employee packets, deals with selection issues, returns, and agency coordinators' questions. Elizabeth and Kathy work together to provide customer service to support the program.

To participate in the Service Award Program, contact Elizabeth Reisch 30-45 days prior to your presentation date or ceremony. Elizabeth will explain how to submit the employee service award data and she will request an award packet for each employee eligible for a service award. Elizabeth will also provide detailed information to assist agency HR coordinators in program management.

The packets are shipped to your agency coordinator for presentation. The graphic on this page illustrates the packet. Included in each completed packet from A/J Awards is a framed, personalized certificate with years of service, a signature line for the appointing authority, and the State of Idaho Seal. The packet includes brochures picturing each award available to the employee at their level of service and a personal letter and award order form for the employee. The certificate provides a formal way for the agency to recognize an employee; the award order form and brochures allow the employee to choose a memorable gift.

Item prices are not shown in the employee catalog; prices are set by contract for each level and include shipping and handling. The amount paid by each agency for any item the employee chooses in a category is:

- 5 years: \$20
- 10 years: \$35
- 15 years: \$50
- 20 years: \$75
- 25 years: \$100
- 30 years: \$150

Note: There are items in each category that feature the Idaho State Seal on a medallion affixed to the item. These items can be found in the "commemorative" choices.

